

MINUTES
WASHINGTON STATE JAIL INDUSTRIES BOARD MEETING
January 10, 2003

Criminal Justice Training Center
19010 1st Avenue South
Burien, Washington

Members Present: Mary Boehnke, Jeralita Costa, Ed Crawford, Kenneth Kunes, Debra Latimer, Randy Loomans, Andre Loh, Runette Mitchell-Marshall, Helen McGovern, Bruce Thompson, Julie Wilson, Marvin Wolff, Jill Will (staff), Dennis Graham (staff), Karen King (staff)

Proxies Presented: Dennis Graham for Jane Johnson

Members Absent: David Johnson, Bill Lehning, Garry Lucas, Howard Yarbrough

A. Quorum Check

Chair Marvin Wolf determined a quorum was present and called the meeting to order at 10:10 a.m.

B. Approval of the Minutes, October 25, 2002 Meeting

Chair Marvin Wolff asked for a motion to approve the minutes of the October 25, 2002 Board meeting. A motion to approve the minutes was made, seconded and approved by unanimous voice vote.

C. Executive Director's Report

Jill Will presented the Executive Director's report. Ms. Will introduced Karen King, new JIB and Washington Association of Sheriffs and Police Chiefs staff member to the Board.

There was no discussion on other items.

OLD BUSINESS

D. Budget and Legislative Update

Ms. Will passed out legislative district information and asked board members to review. Jill Will and Kenneth Kunes detailed their meetings with several budget contacts.

According to the plan laid out from the last meeting, they made contact with a variety of staff from the Office of Financial Management (OFM) and legislative policy and fiscal committees. JIB requested that its budget to be removed from the Correctional

Industries budget and transferred to a different area. This request was approved with the Department of Corrections; however the fiscal analyst from OFM denied our request. The program enhancements requested for the upcoming biennium were not approved by the Governor's office. Although the OFM and legislative staff contacted were supportive of the Board and the concept of offenders working, they all commented on the magnitude of cuts required and stated that everything was up for discussion.

Another item of legislative interest is that Senator Pam Roach has been made chair of the Governmental Operations and Elections Committee. Her committee charge includes local jails. Since the corrections policy committees have dealt with state and local corrections in the past, it is not clear what impact this new assignment will have. Senator Roach has a continuing interest in correctional issues. It is important to note that she applauds inmates working.

Board members discussed what approach the JIB should take regarding the next round of the budgeting process. The consensus was that since we are in the Governor's budget, we should keep a low profile, but be ready to act quickly if funding does not appear in the House and Senate bills. Should we need to approach legislative committee members and staff, our key message is a small investment for a big return. We should maintain our historically non-partisan approach and take advantage of established relationships between legislative members and board members.

E. Committee Reports

Data Collection and Analysis Committee

The Committee suggested that the Board pursue a web-based data recording system for facilities to enter their jail work statistics, which would save time and money and cut down on paperwork. Correctional facilities need to get into the habit of reporting. Monthly or quarterly reports with a blank spot for those who do not report will encourage agencies to report. It may be possible to have inmates in a computer education class help with designing the system, or go through the Department of Information Services Small Agency Client Services group.

Board members then discussed distribution of the annual Offender Work Report. ~~Members recommended that major distribution of the report should be done~~ electronically, with a hard copy mailed only to those who specifically request a hard copy or do not have access to email. Electronic distribution will lower costs and enable broader distribution. Possibly, the labor hours summary and executive summary could be distributed as separate documents from the entire report. The Work Report should be part of the Board's overall marketing campaign that we can use to get the message out.

ACTION ITEM: Jill Will provide Board members current distribution list for Offender Work Report so members can recommend additions to the list.

Local Government Liaison Committee

Helen McGovern and Andre Loh reported for the committee. Howard Yarbrough suggested that any JIB marketing effort should use a standard features/functions/benefits approach. The committee suggested that the best way to transmit this message would be through a video case study. Distribution could be by tape, CD, or local cable channel. Kent's work program may provide a good example since it incorporates alternatives to incarceration that may be attractive to many jurisdictions.

ACTION ITEM: Howard Yarbrough to price production costs for the proposed case study program.

F. Clark County Update

See Below

NEW BUSINESS

G. Election of Officers

The election of officers agenda item was taken up as the next item of business. Per the Board bylaws, a Chair and two Vice-Chairs of the Board are elected at the first meeting of the year. Marvin Wolff was elected Chair. Kenneth Kunes and Debra Latimer were elected Vice-Chairs.

It was moved and seconded to investigate amending the bylaws to allow for a two-year term as chair, and staggered three year terms for vice-chairs and take action at the next meeting.

ACTION ITEM: Jill Will draft an amendment to the bylaws for the Board's review.

The annual Board meeting schedule was amended to accommodate a Board member with a time conflict. Meetings are now scheduled for May 16th, September 19th, and November 21st.

ACTION ITEM: Jill Will send corrected schedules to all members and publish revised schedule in the Washington State Register.

Clark County Update

Dennis Graham provided an update on Clark County activities. The county was actively negotiating with a potential private sector partner, but a contract failed to materialize. The company currently has contracts employing offenders at less than minimum wage in other states and appeared unwilling to abide by comparable wage requirements in Washington. The company committed to contacting Ms. Will again, but has failed to do so.

In the absence of a private sector partnership, Clark County is moving ahead with its participation in CREAM – Computer Reuse and Marketing, a program funded by Clark County for Clark County residents to donate unwanted computer equipment. Through a

multi-entity partnership, the computers are reprogrammed with a universal operating system, matched up with all necessary peripheral equipment, and distributed to low income citizens through the Salvation Army. Unusable goods are recycled by Clark County Jail Industries.

Clark County's contract with the Board has been extended for January and February with funding provided by Clark County Solid Waste through a Department of Ecology grant. Dennis Graham and Jill Will are working on a report projecting stockpiled electronic waste and making projections in the near future for how much electronic waste will be generated in Southwest Washington. This research would form the basis of the marketing portion of a jail industries business plan. The business plan itself and a transition plan handing over management from Dennis Graham to a Clark County staff person should be done by the end of February.

The County has applied for a US Department of Environmental Protection Agency grant for \$39,000 to provide seed money for the program. An answer is expected shortly on this request.

ACTION ITEM: Dennis Graham/Jill Will provide CREAM concept information to Chelan County commissioners and Lakewood City Council.

H. Driver's License Recovery Work Group

Members of the Correctional Industries (CI) Board of Directors are interested in putting together a program for driver license recovery. Labor Representative Chris Winter would like to organize a task force and invites the Jail Industries Board's participation.

I. National Correctional Industries Association Meeting - Denver

The National Correctional Industries Association (NCIA) is holding their training conference in Denver. Ms. Will encouraged any board members to attend. Grant funding is available for one Board member.

J. Adjournment

There being no other business, it was moved and seconded that the meeting be adjourned at 1:30 p.m.

SUMMARY OF ACTION ITEMS

ACTION ITEM: Jill Will provide Board members current distribution list for Offender Work Report so members can recommend additions to the list.

ACTION ITEM: Howard Yarbrough to price production costs for the proposed case study program.

ACTION ITEM: Jill Will draft an amendment to the bylaws for the Board's review regarding election of officers.

ACTION ITEM: Jill Will send corrected schedules to all members and publish revised schedule in the Washington State Register.

ACTION ITEM: Dennis Graham/Jill Will provide CREAM concept information to Chelan County commissioners and Lakewood City Council.